



# Business & Meeting Etiquette

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# Overview

- 1) Introductions
- 2) Appearance
- 3) Meeting Expectations
- 4) Dining Etiquette
- 5) Interview Etiquette
- 6) Gift giving

# Introductions

- Hand Shakes
- Eye Contact
- Smile!!
- Stand up when being introduced
- Use the proper titles



# Appearance

- Men

- Business Professional (Formal)
  - Suit, tie, dress pants, matching socks
- Business Casual
  - Khakis, button down, tie (optional)



- Women

- Business Professional (Formal)
  - Suit jacket and dress or pants
- Business Casual
  - Dress shirt, skirt, pants (no jeans)



# Meeting Expectations

- Be on time!
  - 5 minutes early is on time
- Meeting Agendas
  - Followed very closely
- Don't interrupt
- Participation is expected in meetings
- Very important to meet deadlines
- If you don't understand something, ask questions!

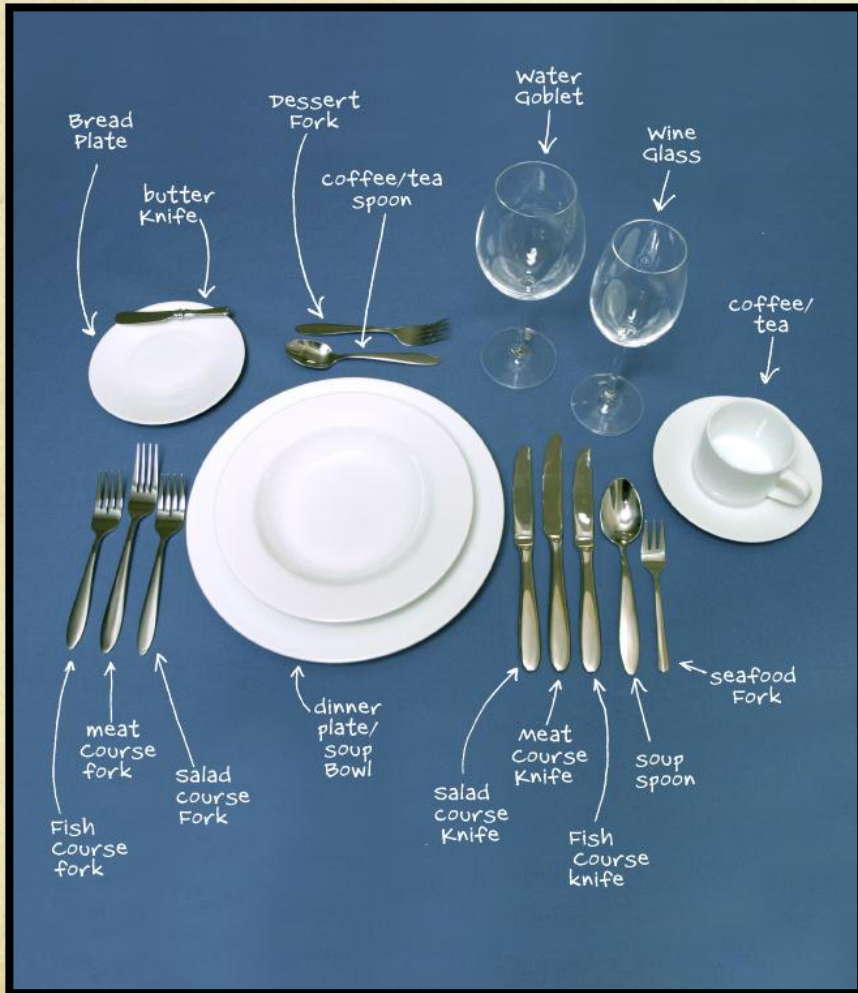


# Dining Etiquette

- The napkin
- Appropriate Manners
  - No elbows, don't talk with mouth full, turn phone off, no slurping
- Fork and Knife
- How to hold the wine
- How to call a waiter
- Serve all women first
- How to indicate you're finished



# Dining Etiquette



# Interview Etiquette

- Be prepared!
  - Resume, research, portfolio, questions, etc...
- Always dress business professional
- Watch non-verbal communication
- If in dining setting, don't consume alcohol
- **Thank you letters within 24 hours!**





# Gift Giving

- Often times discouraged or not allowed
- Cash gifts are never acceptable
- Invitation to lunch is acceptable
  - Whoever invites, pays for the meal
- Business cards
  - No ritual
  - Just used to exchange information

The End

**Xie Xie!**

Tài Gěi Lì Le!

# Work Cited

- <http://www.kwintessential.co.uk/resources/global-etiquette/usa.html>
- <http://www.cyborlink.com/besite/us.htm>
- [http://www.ediplomat.com/np/cultural\\_etiquette/ce\\_us.htm](http://www.ediplomat.com/np/cultural_etiquette/ce_us.htm)
- <http://www.dailyfinance.com/2010/05/14/job-interview-etiquette-11-mistakes-to-avoid/>